

BEST COMPANIES TO WORK FOR IN COLORADO

SAMPLE: Pre-Survey Communication to Employees

Instructions: This is just a sample – please customize to reflect the voice of your organization. Update the highlighted portion of the letter below depending on your survey distribution method.

From: Your CEO/President

Subject: Best Companies to Work for in Colorado Participation

Our organization is participating in the Best Companies to Work for in Colorado program, a study designed to recognize organizations that have built great workplaces.

Part of the program involves an employee survey distributed to a sample of each organization's employee population. An invitation to take this survey will be distributed to a random selection of our employees on April 22, 2015. {A reminder email message will be sent on Friday, April 29 and Thursday, May 5 to those employees in the sample who have not yet completed the survey.}

The deadline to complete the survey is Friday, May 6, 2016.

Please take a moment to complete the survey. You will be representing not only yourself, but all of your colleagues, so please take the time to share your feedback. The results of the survey will be factored into the overall scoring process that will ultimately determine the organizations recognized. *Colorado Biz* magazine will publish the findings in their November/December issue. Our organization will also receive a series of reports which summarize the survey findings.

We encourage everyone's participation! A high response rate helps ensure accurate results and demonstrates the commitment of our workforce.

Thank you in advance for your participation. Please contact {insert name and contact information of your organization's survey coordinator} if you have any questions.